



# Connah's Quay Town Council

Title:	<b>Adverse Weather Policy</b>
Approved by:	Town Council.
Date:	1 October 2025
Version Number:	1.0
Status:	Agreed
Review Frequency:	Every 2 years
Next review date:	2027

## 1. Purpose and Scope.

The purpose of this policy is to endeavour to operate every normal working day, regardless of weather conditions, to ensure disruption to its services remains minimal.

Connah's Quay Town Council recognises that adverse weather conditions may prevent employees from reaching their place of employment.

## 2. Responsibilities

It is the responsibility of the employee to make every reasonable effort to attend to their duty at their normal place of work, by their contract of employment. This includes adapting their means of travel if necessary or using a combination of travel options, even if this results in arriving late for work. It should be noted that where additional expense is incurred because of using different travel methods, these expenses cannot be reimbursed by the Council.

However, employees should not put themselves at unnecessary risk when attempting to attend work under adverse weather conditions.

It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work or will be late/or need to leave early. If any employee has made efforts to attend work on time and arrives late, they will not be expected to make the time up.

In all circumstances of inability to attend work or late arrival, the employee must report to their line manager or Town Clerk at their earliest opportunity. The employee must then notify their line manager on each separate day they are unable to attend work. If an employee has made efforts to attend work on time and arrives late, they will not be expected to make the time up. Regarding the severity of the conditions, and the personal circumstances of the individual staff member. If the total time lost amounts to more than half of the time of the staff member's normal working day, then other provisions should apply. The manager or Town Clerk may agree to one of the following options:

- Work from home
- Make up the time/hours lost
- Take annual leave



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- Apply a combination of the above options
- Paid leave

There are a range of factors which should be considered when deciding how to make up lost time and a consistent and fair approach should be used while accepting that staff should not take unreasonable risks in attempting to get to work in difficult or hazardous conditions.

The following factors should be taken into consideration when agreeing the appropriate action to take:

- The employee's safety
- Operational requirements
- Distance and journey to travel to work
- Prevailing weather conditions and expected duration
- Information and guidance from travel organisations and police
- Alternative safe travel arrangements
- Working from home
- The use of existing on-call arrangements to establish contingency arrangements where adverse weather conditions are foreseeable
- Childcare responsibilities
- Health and safety of the staff with mobility/health/medical conditions
- Other factors about the time

The line manager or Town Clerk should decide on a case-by-case basis if any staff members should leave early.

Suppose the Council decide that, in the interests of health and safety, employees should be permitted to leave for home before the end of their normal working day/shift due to weather conditions. In that case, employees will be paid their basic rate as if they had stayed at work until the end of their normal working day/shift.

These arrangements apply to all employees.